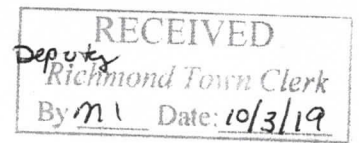


**Richmond Public Library
Board of Trustees Minutes
23 September 2019**



1 of 3

Members Present: Jerry Mills, Chair; Douglass Bartlett, Treasurer; Wendy O'Brien, Librarian; John Lewis, Secretary.

The meeting was called to order at **9:23 a.m.**
There were no guests or public comment.

DB moved to approve the minutes of the 19 August 2019 meeting prepared by Wendy O'Brien.
JM seconded.

Treasurer's Report:

DB reports a total of \$22,883.59 distributed between the Operating Account (**\$21,470.39**) and the Librarians Account (**\$1,413.59**)
Expenditures continue to be within budgeted amounts.

JM made a motion to accept the Treasurer's Report. JL seconded.

Librarian's Report:

Wendy has reformatted the Librarians Minutes suggested by Douglas Bartlett with bolded subheadings and the document as presented can be very easily read. Additionally Wendy separated the report into a Librarians Report and an Archives Report which emphasizes again Wendy's contributions as a Librarian and Archivist.

Summer Reading Program was completed successfully with the help of Library Elves.

Teen Pizza Night is well attended.

Saturday Knitting Circle Coffee Hour continues to fill the parking lots on Saturday!

Seed Saving Course was held on 23 September with good attendance

Wednesday Story Telling is seeking to engage new Richmond Families

Community Potluck Comedy Night "Frost Heaves" with Fred Marple is scheduled for 19 October 2019 at the Vets Hall. Volunteers for set up and break down of the hall are being assigned.

The **RPL Book Sale Raffle Knitting Circle Fundraiser** raised **\$585.25**.

An **RPL Bake Sale** will be set up at the Church Holiday Fair in November 2019.

These activities provide additional resources to the various activities of the library and equally important perhaps helps bring forward the variety of services provided by the RPL

A replacement hard drive for the failed drive of the recently purchased HP computer for the RPL Front Desk has been installed and operates as expected

Steve LaFlam has yet to complete the replacement of the shed and portico roof and the rotten front sill and with the approach of winter this raises Trustee concerns. RPL (Update Post mtg) The roofing has been completed on both the shed and the entry way and gravel put down along the newly graded Handicapped railing to prevent

Wendy distributed **"Code of Conduct"** created by combining policies from other Libraries. The Trustees approved the Code of Conduct in its final version.

Wendy and Douglass had researched the restricted funds, and have determined that lawyer's assistance is required. Wendy has contacted Susan at Town Hall as to whether or not the Town's lawyer or the NH Municipal Association's lawyer would be most appropriate for advice.

Old Business:

Jerry Mills noted that Athol Granite has removed the stepping stone for cleaning and reduction by grinding, of the rusted bolts. Some additional discussion on the placement of the stone and the wording and design of the plaque. A rectangular plaque for placement in the lower right corner which will readily attract attention and be easily read with a natural flow to the RPL is being worked up. JAL has contacted Healy Designs (Kristen) and is awaiting the revised design.

The plan is to have Jerry Mills and John Lewis visit Athol Granite for inspection of the work and take measurements allowing for the appropriate depth of placement. A discussion of exactly where the stone ought be placed continues but is nearing resolution

The decision is complicated by the unresolved issue of the proposal to remove the split log rail fence to allow for a greater sense of openness and appreciation of the garden

Tim Touissaint (Electrician) was contacted for the repair of the light in the Main Room and (Update post mtg) has completed the work on 1 October 2019.

New Business

A lengthy process for DB to have access to RPL accounts is underway.

The Trustees vote to permit JM and DB to have access to the TD Bank Accounts

The form needs to be approved by the Selectmen at their next meeting.

Jerry Mills completed the sanding and spray painting of the Handicapped Railing and the painting of the front entry steps has been nearly completed.

A useful discussion was on the insufficiency of time available to Wendy to fulfill both her Librarian and expanding Archivist duties. Wendy is currently present at the RPL for 13 hours and gives another 10 hours working from home. Wendy estimates that she should give 3-5 hrs weekly to the Archives to prevent falling hopelessly behind. To ensure that Wendy can give this required time weekly to the library a proposal was made that an additional 120 hours be budgeted for 2020 for the expanded role of an assistant to allow Wendy to devote time to archive work which is otherwise given to routine Librarian work. This proposal should be supported by a written piece from the RPL Trustees educating the newer Selectmen on the origins and importance of the Archives to the Town of Richmond and its association with the RPL.

Contributions/Donations

A generous donation of \$100 has been received and acknowledged by the Secretary JL.

The meeting was adjourned at 10:55am

Respectfully Submitted,

John A. Lewis Secretary

John A. Lewis
3 Oct 2019